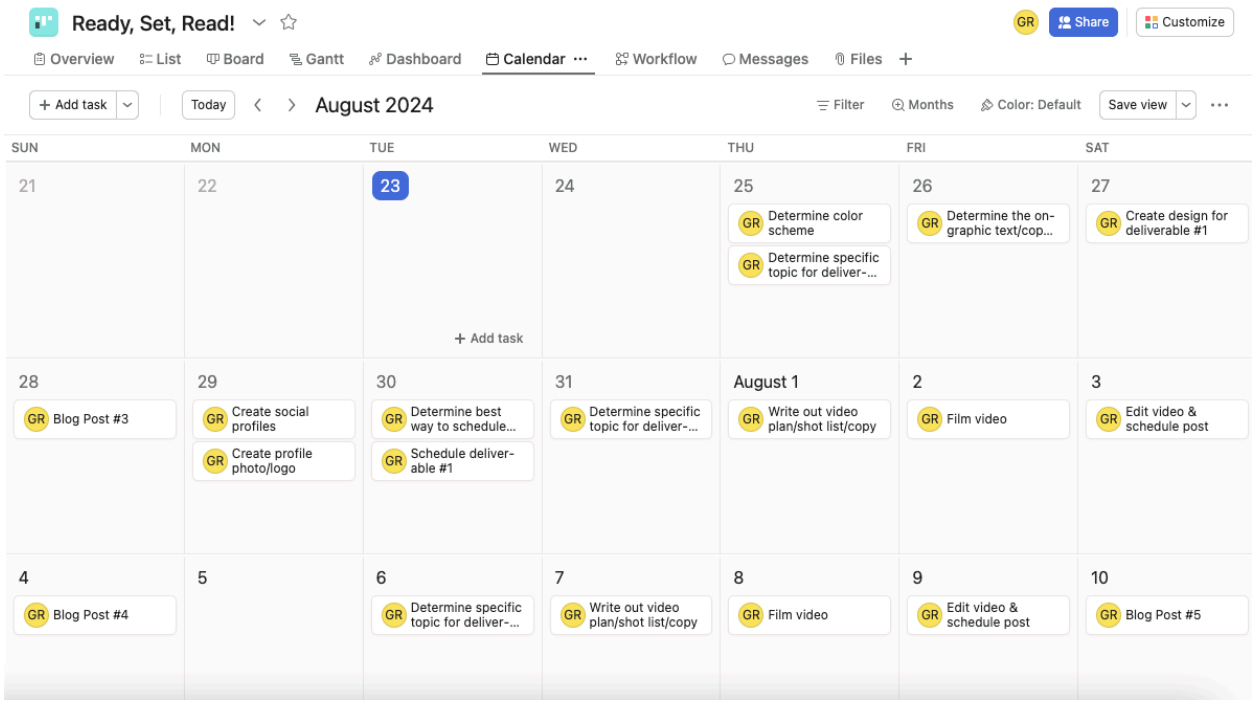
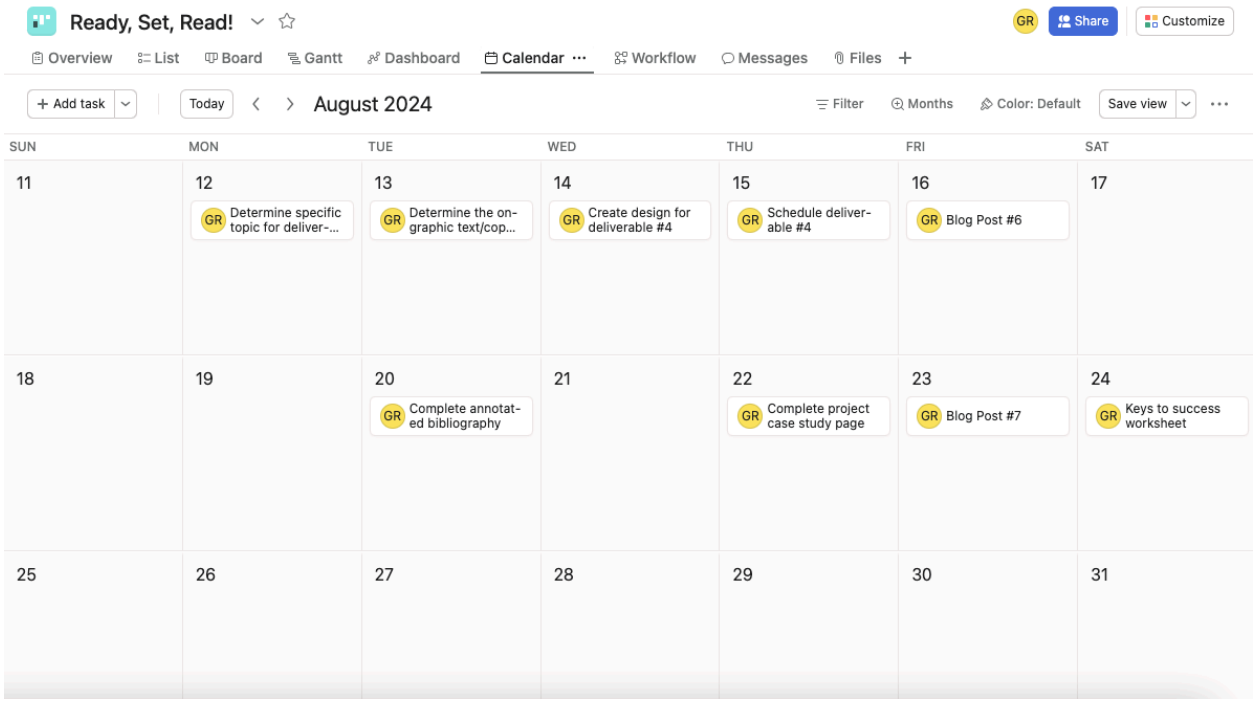
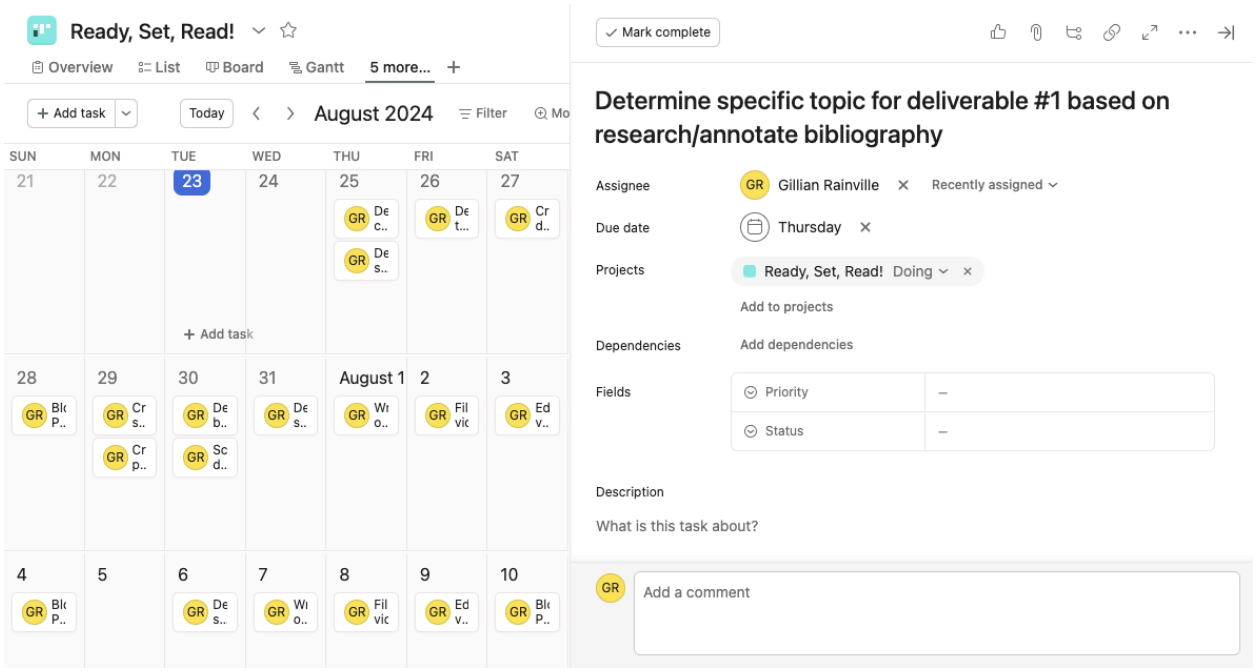
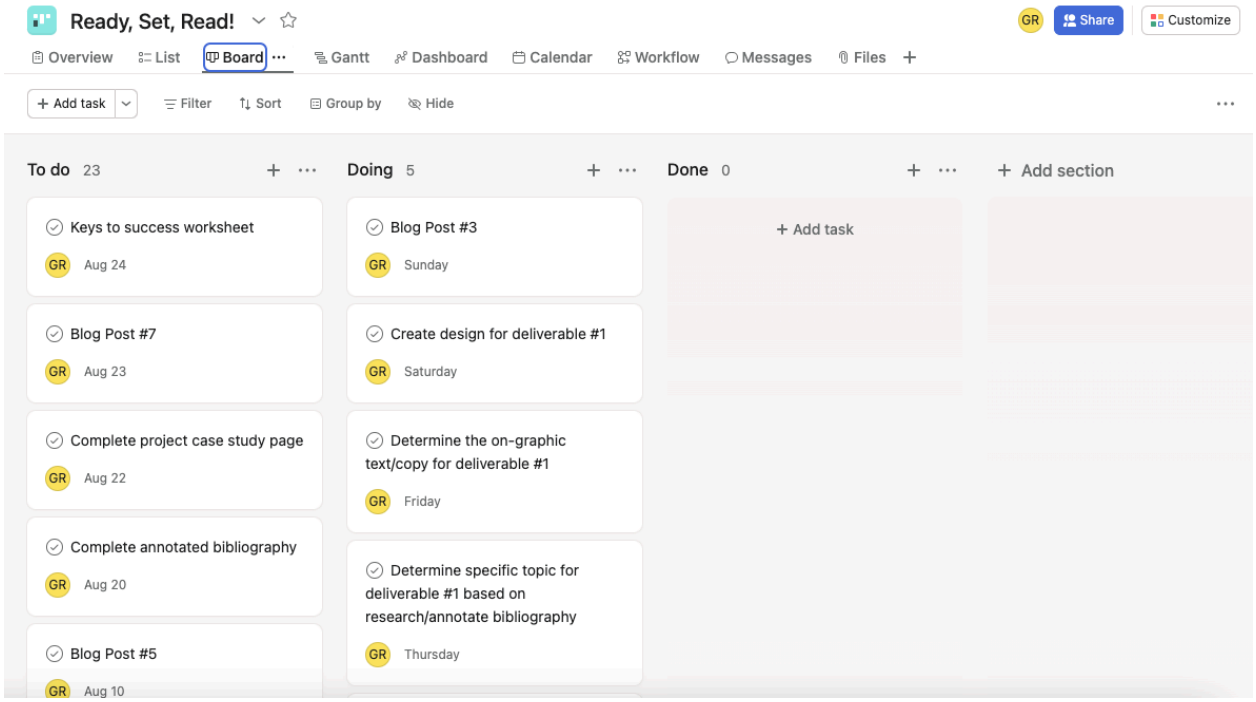
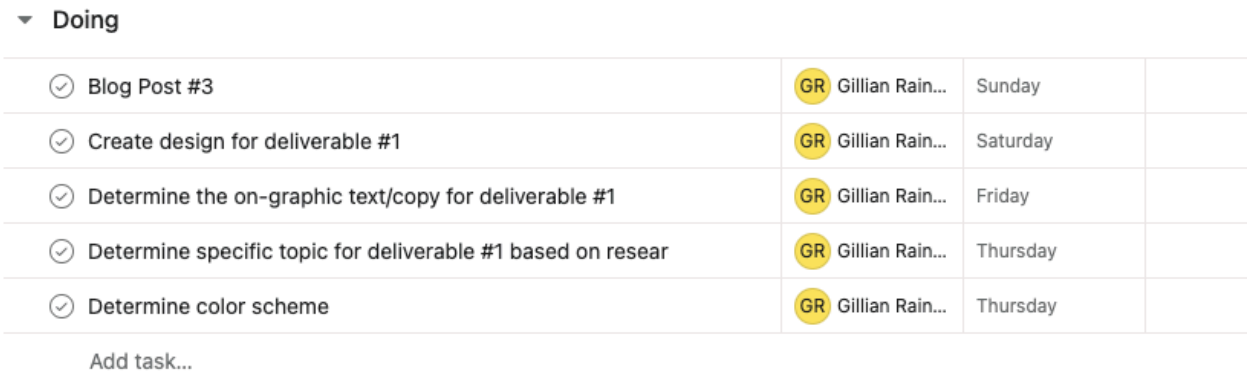
Ready, Set, Read! Project Plan from Asana






Ready, Set, Read!
Overview
List
Board
Gantt
5 more...
Add task
Today
August 2024
Filter
SUN
MON
TUE
WED
THU
FRI
SAT
Mark complete
Determine specific topic for deliverable #1 based on research/annotate bibliography
Assignee
Gillian Rainville
Recently assigned
Due date
Thursday
Projects
Ready, Set, Read! Doing
Add to projects
Dependencies
Add dependencies
Fields
Priority
Status
Description
What is this task about?
Add a comment


Ready, Set, Read!
Share
Customize
Overview
List
Board
Gantt
Dashboard
Calendar
Workflow
Messages
Files
Add task
Filter
Sort
Group by
Hide
To do 23
Doing 5
Done 0
Add section
Keys to success worksheet
Aug 24
Blog Post #7
Aug 23
Complete project case study page
Aug 22
Complete annotated bibliography
Aug 20
Blog Post #5
Aug 10
Blog Post #3
Sunday
Create design for deliverable #1
Saturday
Determine the on-graphic text/copy for deliverable #1
Friday
Determine specific topic for deliverable #1 based on research/annotate bibliography
Thursday
Add task



Project Management Rationale

I chose Asana as the project management software I will be using for my social media campaign. I decided to use Asana because it's one of the project management software that I haven't used yet, and it often appears under job listings that I've seen. I wanted the opportunity to add new software to my list of skills.

My main approach is to use the calendar view. This works best for me because I prefer to see things day by day. The calendar view also helps me break up the work, while also keeping in mind deadlines. After I thought about everything that I would need to do to complete this project, I broke it all up into individual tasks. Each task is given a due date on the calendar. The calendar view also allows me to click on specific tasks and read the full description if necessary.

When looking at the board and list views, I marked everything that I'm working on this week in the "Doing" section. I left everything else in the "To do" section, and I will move tasks to the "Done" section as they're completed. This allows me the option to see a clear list of everything I need to be thinking about for the current week, without getting overwhelmed by everything else scheduled for the upcoming weeks.

I feel that these methods are the best to keep me organized, while also being digestible and I'll be able to take on my project one day at a time.

Action Plan

My overall action plan for executing all the tasks and deliverables during the next 5 weeks of this course begins with my calendar. As stated above in my "Project Management Rationale", the calendar view allows me to tackle everything one day at a time. Each day during my allotted time to work on this project, I will focus on what I've scheduled for myself. Any days on the calendar that don't have something due, I will spend working on the tasks that are due the following days. I strategically left some days in the calendar blank to take into account that some things could take more than one day. I didn't note this on the calendar because it will be ongoing, but each day I will be documenting what I'm doing throughout that day in my production journal. This will allow me to end the project with a completed production journal, one of the necessary artifacts.

Additionally, I can execute the project deliverables because I already have access to the software I need. This includes Canva and CapCut, on which I will be creating and editing content for social media. I also have other tools such as a ring light to light videos, a tripod, and a small phone stand that can be helpful when filming certain shots.